

# Policies for the Office of Student Financial Aid

## Subject

### Return of Title IV (N)

*Office of Student Financial Aid/Scholarships*

January 2023

Page 1 of 2

Title IV Refund and Repayment Procedures is listed below. A copy of the University Refund Policy can be found in the University Catalog. If a student, who has earned Title IV financial assistance, withdraws, or stops attending class on or before 60% of the semester in which the Title IV aid was disbursed, the following Return of Title IV funds policy will be applied. This policy applies to students who have officially or unofficially withdrawn from NSU.

The amount of Title IV Funds to return to the applicable federal programs will be determined by using the student's withdrawal date or last date of attendance (unofficial withdrawal) to calculate the percentage of the enrollment period for which the student did not complete. Scheduled breaks of five or more consecutive days are excluded. NSU will return the unearned aid to the Department of Education on the student's behalf, which will result in a balance owed by the student to NSU.

#### **Title IV Refund and Repayment (R2T4)**

1. Reports are ran weekly of all students who have withdrawn and have received Financial Aid. Minutes from all RCGC committee meetings are forwarded to the Financial Aid office for review.
  - a. A copy of the above information is forwarded to the Scholarship Office and to Tops Coordinator.
2. If the student has received loans;
  - a. The student information will be reviewed to determine if Teach Grant and/or loans have been received and determine if an Exit Counseling is required. The requirement can be added manually to a student's account.
  - b. A program runs nightly to request an Exit Counseling electronically from any student that has gone through the R2T4 process.
  - c. Students are notified every 21 days, within the award year, until the Exit Counseling has been satisfied.
  - d. Students who are reviewed after the award year has ended will be mailed a manual Exit Counseling requirement notification, if previously not requested.
3. A Return to Title IV worksheet is calculated within Banner (RPATIVC) using SFAWDRL for date of resignation or cancellation.
4. Using the worksheet within Banner, adjust and return the school's portion of aid.
5. If the student's registration was cancelled based on non-attendance, all federal aid is cancelled. If a cancellation is approved for a hardship, the enrollment date determined by the Registrar's office is used for the R2T4 calculation.
6. If a student owes a repayment of Federal funds, a letter is sent to the student indicating the amount owed. A copy of the letter is kept on file.
7. If the student has a post withdrawal disbursement, a letter is sent to the student with the option of either receiving the aid, or having it cancelled. The student has 14 days to respond. If the student does not respond within the 14 day period, the student's aid is cancelled.
8. A copy of the R2T4 calculation is maintained within Banner.

#### **Unofficial Withdrawals**

Failure to attend class or failure to resign properly could cause the student to receive a letter grade of F, I, or WN in all courses. In this case, the student would still be subject to the return of funds policy once an official last date of attendance is established. Discontinuing class attendance is not considered to be a formal resignation from the University.

1. Unofficial Withdrawal report is pulled at the end of the semester, once grades have been finalized. Students included on this report would be students who have non-passing grades for all classes attempted. The report will include last dates of attendance provided by the instructor of each specific course attempted. This report will include all students, not just Title IV recipients. The University Grading system does not allow an instructor to submit a failing grade for a student without supplying the last date of attendance.
2. Any students who did not complete the required attendance based on the dates reported would be subjected to the R2T4 calculations following steps 1-8 above for R2T4 processes. Students who did complete 60% but did not attend until the last day of class will still be processed through R2T4 to allow withdrawal information to be updated with NSLDS through the Clearinghouse reporting done by the Registrar's office.
3. Any student who has a WN Reported as a grade will be evaluated for Pell Reductions, regardless of the 60% attendance requirement. These will be notified by mail of any reductions made.
4. Unofficial Withdrawals must be completed within 30 days.

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Page 2 of 2

Note: OSFA has 30 days from the time of withdrawal notification to process and adjust federal aid. OSFA has an additional 15 days to return all funds required, for a total of 45 days to return funds from date of notice. Files are electronically submitted weekly, if not more, to the Common Origination Disbursement (COD) system for all Title IV awards and/or adjustments, regardless of type. If an over payment is determined to exist, after the completion of the Return to Title IV process, the student is notified of any Pell, SEOG, Go Grant, TEACH, Perkins or Direct Loans overpayment.

A student may be denied future financial aid if repayment obligations are not met.

The Unearned Amount of Title IV aid must be returned to the applicable Title IV aid programs in the following order:

Unsubsidized Direct Loan

Subsidized Direct Loan

Plus Loan (Graduate Student)

Plus Loan (Parent)

Pell Grant

SEOG Grant

TEACH Grant

Other Title IV Programs